

**Coten End Pre-school CIO Risk Assessment for opening during Covid 19 Pandemic 2020**

Date of risk assessment: 6 June 2020

Address of setting: Warwickspace 71 Coten End Warwick CV34 4NU Assessor and role within the setting: Hazel Jones Manager

Date of assessment review: continually being re -assessed and altered Level of general risk: MEDIUM

Classification of who is at risk

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| Coten End pre-school staff | A |
| Coten End Pre-school parents | B |
| Coten End Pre-school children | C |
| Volunteers | D |
| Other agencies | E |

Risk Ranking

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| Low risk | Acceptable and monitor |
| Medium risk | acceptable subject to guidance |
| High risk | Unacceptable activity must not take place |

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| Covid 19 Children on site | A B C | * UK Government guidance being followed * The DFE guidance “Early years and childcare COVID- 19 guidance is being followed * Record kept of all children attending daily and this is reported to WEY daily * One bag of 3 sets of clothes, a sun hat and sun cream to be kept at setting does not go home/ bag will be sprayed on first entry before being hung on child’s own peg * The childs coat must be bought in first day and left at the setting * All children wash hands regularly singing happy birthday twice * Parents do not | Medium |  |  |

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| Covid 19 Children on site | A B C | enter the building   * Parents wash children’s hands on entry before handing over to staff * Always in line with staff to children ratios * Information posters are present across site on hygiene * Children to be placed into bubbles. Rota for bubbles staffing has been sent to staff in other file * Regular cleaning of frequently used toys |  |  |  |
| * All activities apart from dressing up clothes and wooden toys will be available * water play will have soap added to it and changed after each bubble group has played in it * Play dough will |  |

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| Covid 19 Children on site | A B C | be used by the group in for that day then thrown away and new playdough used for the start of a new day   * If a child does become ill whilst in the setting, then all water/ playdough will be changed, and all equipment fully cleaned. |  |  |  |
| Entry and pick up | A B C | * Children registered to enter the gallery room are to wait on the left hand side of the car park at the from of the building. * Children registered to enter the main hall to wait on the Right hand side of the carpark (as you look at the centre) * Signs will be put on windows reminding parents to keep social distance from each other. * Children attending the main hall are to enter the building first and then the gallery room children * Children to stand by parent always * Parents must wash their childs hands before entering the building at the hand washing station * All children to be collected at the end of a session – there are to be no early collections during Covid 19 pandemic * If a child is upset on entry the person at the door will pick them up to comfort them and after they have settled, they will wash their hands * No child will be refused entry because they are upset and common sense should overrule fear of the virus, if the staff member on the door wishes to use a mask they can do so. |  |  |  |
| Lunch boxes and drinks | A C | * Lunches to come in a throwaway bag * All bags and used items to be disposed of at the end of session for lunch * The fridge is to be daily after the bags have been taken out ready for lunch time * Each child will bring a water bottle with them at their first session. This bottle will stay at the setting until the end of term |  |  |  |
| Cleaning throughout the day and end of day | A C | * The setting and all surfaces will be cleaned using milton solution at the end of each day including all floors, doors touchable surfaces and toilet areas * Throughout the day when children are moving between areas/equipment toilets the staff will use milton solution in a spray bottle which is sprayed and left and can be used on all surfaces * Toilets will be cleaned after each child has used a toilet by ‘floating staff’ * One toilet is to labelled as out of use – this toilet is only to be used if there is a suspected case of Cov19 * All toys and equipment will be sprayed at the end of the day with milton solution * The outside equipment will be sprayed with milton solution between uses and at the end of each day using a spray bottle with diluted milton * Dressing up clothes and cushions have been removed * All equipment will be sprayed three times a day, once in the morning before starting session/once at lunch time while children have lunch and then at the end of session * carpets and rugs will be steam cleaned / washed and stored safely away until it is safe to use them again |  |  |  |
| Outdoor play during Covid 19 | A C | * The only toys that children will have access to will be those made of plastic as they easily disinfected * The canopy and small play house will be sectioned off so children don’t have access * The sand pit and soil tray will be out of use during this period * There will be no tents or similar to reduce children being in close contact to others * All resources will be sprayed with milton solution between each bubble using them * Water play can be accessible to children if there is soap in it – this tray must be emptied and refilled after each bubble group * Paint and chalk may be used but a separate chalks and paint resources for each bubble group |  |  |  |
| Art resources | A C | * Painting resources can be available to children – all paints are to be changed daily and brushes should be antibacterial wiped after each childs use * Pens and crayons will be wiped clean at the end of each session am and pm * Each bubble will have their own sets of each * All art work must be sent home on the day or it is to be thrown away. |  |  |  |
| Covid 19  Someone entering the building with infection | A, B, C, D, E | •UK Government guidance being followed  •The building is closed to the public so visitors are not permitted  •Deliveries are left at front porch  •Information posters are present at entrances  •Only necessary maintenance carried out by external contractors e.g. yearly gas service or  emergencies. | medium |  |  |

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|  |  | •Best practice hygiene requirements are being followed. Frequently touched areas cleaned at the start and end of every day.  •All fundraising events cancelled until further notice   * Deputy Manager communicates daily   with Manager to assess and evaluate the risks via mobile devices. Manager to contact Warwickspace and committee with any concerns   * Finance Manager and Manager working from home when possible to reduce number of adults on site   •Other users of the building at present are not entering building.  •Parents to collect only at end of session times |  |  |  |

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|  |  | •Parents wash hands of their own children as they enter the  building. |  |  |  |
| COVID-19  Someone becomes ill in the workplace | A, B, C, D, E | UK Government guidance being followed  Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online  Workplace will be decontaminated following UK  Government | Medium |  |  |

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|  |  | Best practice hygiene requirements are being followed.  Managers communicating daily to assess and evaluate the risks Best practice social distancing of 2 meters is being followed as best as possible  Information posters on hygiene are present on notice board and toilets Regular cleaning of frequently touched areas take place Parents to be  informed immediately |  |  |  |

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| COVID-19  Contaminated workplace | A, B, C, D, E | * UK Government guidance being followed * Workplace will be decontaminated following UK Government guidelines * The cleaner to be called to do deep clean * Best practice hygiene requirements are being followed. * Best practice social distancing of 2 meters is   being followed as |  |  |  |

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|  |  | best as possible   * Information posters are present across site on hygiene * Regular cleaning of frequently touched areas * Building is closed to the public so visitors not permitted * Information posters are present at notice board * Only necessary maintenance carried out by external contractors Extra hygiene by   staff encouraged |  |  |  |

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| COVID-19  Workplace gatherings | A, B, C, D, E | * UK Government guidance being followed * Social distancing has been implemented * All employees who are able to work from home have been told to do so * Business meetings take place via video or similar * Customer meetings are cancelled * No handshaking |  |  |  |

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|  |  | Social distancing with staff where possible |  |  |  |

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| COVID-19  Vulnerable Employees | A, B, C, D, E | * UK Government guidance being followed * Managers have identified certain vulnerable employees * Vulnerable employees may be required to work from home * Pregnant workers will be told to self- isolate or work from home |  |  |  |

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| COVID-19  Employees who have contracted COVID-19 outside of work | A, B, C, D, E | * UK Government guidance being followed * If NHS 111/online determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal Pre- School policy. * Colleagues who have had contact with a symptomatic employee will be made aware of   the symptoms |  |  |  |

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|  |  | and advised to follow NHS online guidelines   * Employees with COVID-19 or suspected COVID-19 will self –isolate as per Government guidelines   The workplace of employee who has contracted COVID-19 will be decontaminated in line with Government guidelines by Pre-  school cleaner |  |  |  |

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| COVID-19  Symptomatic or exposed employees remaining in workplace | A, B, C, D, E | •UK Government guidance being followed  •Employees are advised to follow NHS Guidance online  •Symptomatic employees will be instructed to go home  •Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow  NHS online guidance |  |  |  |

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|  |  | •The workplace will be decontaminated following Government guidance  •Some staff will be working from home |  |  |  |

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| COVID-19  Self isolation and wellbeing | A B C D E | * UK Government guidance being followed * NHS 111 online provides advice on when to self- isolate and access to an online interactive and personal checklist ([Stay at Home Advice](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/)) * Managers are to ensure that all employees now required to work from home have   the necessary |  |  |  |

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|  |  | equipment to do their jobs safely. Managers & Colleagues are  advised to keep in regular contact with home workers with regular individual, team calls or by Group Messenger or  Skype/Zoom etc |  |  |  |

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| COVID-19  Travel | A B C D E | •UK Government guidance being followed  •Currently there is no foreign travel across the UK but the FCO provides foreign travel advice for travellers  •Employees are advised to limit the use of public transport  •Employees are advised to keep Social distancing  whilst traveling |  |  |  |

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|  |  | Employees advised not to travel unless absolutely necessary. If you do travel you will be required to self isolate at home for 14 days on return – on unpaid leave parents that choose to take their children abroad will be required not to return to preschool for 14  days from return |  |  |  |

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| COVID-19  Visiting other sites or home visits | A D | * All visits to other sites such as training courses have ceased |  |  |  |
| COVID-19  Other building users | A D | * No others users are in the building at present |  |  |  |
| COVID-19 |  | * UK Government |  |  |  |

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| Committee and Staff Meetings |  | guidance being followed   * Committee are not attending site * Committee are being kept up to date via email and telephone. * Committee meetings will be conducted via mobile devices and without the need for any Committee member to travel * All staff meetings will be held via   Zoom |  |  |  |